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ABSTRACT

The Kentucky State Board for Elementary and Secondary Education has published this manual containing criteria school districts should use for planning new school construction and renovation projects. The criteria is used for determining the following activities: (1) the selection of the Local Planning Committee (LPC) responsible for the development of the Master Educational Facility Plan and District Facility Plan; (2) requirements and procedures for development of these plans; (3) the District Facility Plan format; (4) school center designation; (5) new construction program allocations; and (6) construction needs for funding by the Kentucky School Facilities Construction Commission. The makeup and responsibilities of the LPC are outlined as is a summary of the processes and responsibilities of the State's Division of Facilities Management available to these committees. A facility planning process flowchart is included. (GR)

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KENTUCKY STATE BOARD
FOR
ELEMENTARY AND SECONDARY EDUCATION

ED 436 930

KENTUCKY SCHOOL FACILITIES PLANNING MANUAL 702 KAR 1:001

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Commissioner of Education
November, 1992

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INTRODUCTION

The passage of HB 940 referred to as the "Kentucky Education Reform Act" of 1990 (KERA) mandated changes to provide an efficient and equitable system of education as required by the ruling of Kentucky's Supreme Court. Both new programs and changes to existing programs have resulted in alteration of the school construction criteria.

KRS 157.420(4) states the per pupil capital outlay allotment for each district from the public school fund and from local sources shall be kept in a separate account and may be used by the district only for capital outlay projects approved by the chief state school officer in accordance with requirements of law, and based on survey made in accordance with administrative regulations of the State Board for Elementary and Secondary Education.

KRS 157.620(5) states that the State Board for Elementary and Secondary Education shall conduct public hearings on all amendments to approved plans.

The criteria contained in this document and adopted by the State Board for Elementary and Secondary Education is to be used in determining: (1) the selection of the Local Planning Committee responsible for the development of the Master Educational Facility Plan and District Facility Plan, (2) requirements and procedures for development of these plans, (3) the District Facility Plan format, (4) school center designation, (5) new construction program allocations, and (6) construction needs for funding by the Kentucky School Facilities Construction Commission.

EDUCATION AND HUMANITIES CABINET
Department of Education
Office of District Support Services

702 KAR 1:001 Implementation Guidelines
Kentucky School Facilities Planning Manual

RELATES TO: KRS 157.420, 157.620, 157.622

STATUTORY AUTHORITY: KRS 156.070, 157.420

NECESSITY AND FUNCTION: KRS 157.420 (3) requires that the capital outlay allotment from the public school fund be used by school districts for Capital Outlay Projects approved by the Chief State School Officer in accordance with requirements of law and based on a survey made in accordance with administrative regulations of the State Board for Elementary and Secondary Education; and KRS 157.622 sets forth certain requirements for school facility plans relative to participation in funding by the School Facilities Construction Commission. KRS 157.620 states construction needs shall be approved by the State Board for Elementary and Secondary Education. This administrative regulation provides for the development and adoption of a written plan by the school district describing construction needs and use of school facilities.

Section 1. School districts shall develop a local facility plan once every four years in accordance with the schedule set by the chief state school officer. The State Board for Elementary and Secondary Education shall approve the facility plan submitted by the district upon the recommendation of the chief state school officer. Nothing in this regulation shall prohibit a school district from requesting an amendment to its facility plan at other times during the four year cycle.

Section 2. Each school district's facility plan, and requested amendments thereto, shall be developed in accordance with the standards and hearings procedures contained in the "Kentucky School Facilities Planning Manual", November 1992, which is hereby adopted and incorporated by reference. Copies of this document may be inspected, copied, and obtained from the Division of Facilities Management, Department of Education, 15th Floor, Capital Plaza Tower, Frankfort, Kentucky 40601, Monday - Friday, 8:00 a.m. - 4:30 p.m.

Section 3. The facility plan shall remain in effect until any changes have been approved by the State Board for Elementary and Secondary Education.

Section 4. The adopted facility plan shall become the facility plan of the local school district and shall be implemented to the extent that the financial ability of the district shall permit as determined by the chief state school officer and the School Facilities Construction Commission. The scope of any construction project recommended in the facility plan shall remain in effect until any changes have been approved by the State Board.

DEFINITIONS

CSSO - Chief State School Officer

LBE - Local Board of Education

LEA - Local Education Agency

LPC - Local Planning Committee

SBDM - Site Based Decision Making Council

For the purpose of this regulation and determining the number of SBDM school centers in a district, a vocational school is considered a part of the high school from which the students are served.

SBESE - State Board for Elementary and Secondary Education

SFCC - School Facilities Construction Commission

ATTENDANCE BOUNDARY - The boundaries established by the local board of education that determine the student's school of attendance in order to maintain enrollments near capacity and without overcrowding.

BUILDING ADMINISTRATORS - Principals, assistant principals and head teachers.

CENTRAL OFFICE ADMINISTRATOR - Certified staff assigned to the central office.

DEPARTMENT - Refers to the Kentucky Department of Education, Division of Facilities Management.

DISCRETIONARY PROJECT - A project requested by the local board of education that does not qualify as a priority project and may be completed as funds become available. This does not apply to districts who, by board order, opt not to participate in SFCC funding for two funding cycles. Discretionary projects are itemized in **Section 'D'** of the district facility plan. Discretionary projects are not eligible for SFCC funding.

FUNCTIONAL CENTER - A center which the local board of education desires to continue in operation, but which does not meet the criteria of a permanent center. To be considered, the following must be provided:

1. Evidence that current enrollment can be maintained without redistricting, and

2. Evidence which indicates that no substantial academic or building deficiencies exist for either instructional or non-instructional programs.

Functional centers may qualify for additions and alterations at the discretion of the local board of education. No long-term financing arrangements (i.e. school revenue bonds) shall be approved which exceed the life expectancy of the facility as determined by a Kentucky registered architect and engineer, or the local board of education's intent to operate the facility.

MAJOR RENOVATION - A renovation project at a permanent center, including three or more building systems and an estimated cost of 20 percent of the current replacement cost of the building, or portion thereof. The building shall be a minimum of 20 years old, or 20 years shall have passed since its last major renovation; with the exception of restructuring an open space school for conventional classrooms. The building may be the entire permanent center or a clearly definable portion (i.e., 1973 addition, senior high wing, physical education facility, etc.).

Building systems are defined as foundations, exterior walls, roofing, ceilings, structural, mechanical (HVAC), electrical (including lighting), plumbing, sewage, doors and hardware, windows, floor coverings, technology and fixed equipment.

Power wiring for the technology portion of KERA will in itself meet the major renovation requirement for category 1a. (KERA strands) priority projects on the facility plan.

MAXIMUM BUDGET - The maximum monetary amount allowed per priority project for SFCC funding and the generation of local district need.

PERMANENT CENTER - A facility meeting three of the five permanent center criteria established for an existing school. Criteria include student assessment, transportation, fiscal equity, equitable educational opportunity, building/site evaluation, and parent/community support. The center qualifies for additions and renovations when such needs are a part of the district facility plan approved by the SBESE.

PERMANENT ISOLATED CENTER - An existing center serving students in isolated areas remote from all current and proposed permanent centers. The Department shall agree that extreme transportation or other factors exist to allow this designation. Student exchange arrangements with a neighboring district have been sought and are inappropriate. If destroyed, the status of permanent isolated center shall be re-evaluated.

PERMANENT SPECIAL CENTER - A facility approved by the SBESE for a specific use such as disabled student programs, remedial programs, fine arts programs, etc. Classrooms may be larger or smaller than basic classrooms in order to accommodate specialized instructional needs of the students. The center shall become transitional upon the special program's termination unless redesignated in a new district facility plan.

PRIORITY PROJECT - A new building, addition or major renovation including academic and operational support facilities. Priority projects are itemized in **Section 'D'** of the facility plan. Itemized priority projects are eligible for SFCC funding.

A request by the local board of education for reprioritization of priority projects, which has been recommended by the CSSO and approved by the SBESE, will not adversely affect the district's SFCC offer.

PUBLIC FORUM - A public meeting conducted by the LPC to gather information prior to the development of the district facility plan.

PUBLIC HEARING - A public meeting conducted by the LBE to receive comments on the proposed district facility plan.

SCHOOL - The grouping of grades to provide an educational program consistent with the approved district organization plan. More than one school may be located within a single building or on an individual campus.

TEACHER - Certified staff at a school with the exception of the principal, assistant principal and head teacher.

TRANSITIONAL CENTER - A center which the local board of education has determined will be phased out as an educational center, or for which a project to house its students is listed in the district facility plan. The center is not eligible for new construction or major renovation without the department's approval. Only minor renovation projects required to maintain the building in a safe condition, offer a healthy environment, or meet new program requirements are permissible. The center generates no SFCC funds and may not be replaced if destroyed.

THE LOCAL PLANNING COMMITTEE

Superintendent/Designee Responsibilities:

The superintendent is responsible for initiating the process by which the LPC is selected, and to serve as interim chairperson until a chairperson is officially selected. A chairperson and vice-chairperson shall be selected no later than the second meeting of the LPC.

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The superintendent is responsible for assuring a system of selection which offers all teachers the opportunity to select teacher representatives for the LPC.

The superintendent is to ensure that LPC composition is in accord with the selection criteria. It is suggested that LPC membership be selected alternately in parent, teacher, building administrator order until the committee selection is completed.

Selection of the Local Planning Committee:

The LPC shall be made up of a maximum of seventeen members to include:

Four parents selected by the presidents of the PTO/PTA's

Four teachers selected by the teachers

Four building administrators selected by the building administrators

One central office administrator

Two community/business leaders selected by the local board of education

One local board member selected by the local board of education

Superintendent of the school district or designee, serving as a non-voting member

If no PTO/PTA exists, the largest organization of parents formed for this purpose shall select a parent representative to act as a PTO/PTA president for their school (KRS 160.345 (2b)).

If a district central office is staffed by the district superintendent alone, he becomes the voting central office administrator member of the LPC.

Advertisement shall be made for business/community leader nominees from which the local board of education shall select two representatives. Nominees must provide a letter of agreement to serve. In the event nominations are not received, the local board of education shall select the community/business leaders.

If a district has less than four school centers, the parent: teacher: building administrator ratio shall equal the number of school centers. There shall be two parents on the LPC when there are one or two school centers.

School Centers	P:T:B	Total Members
Four (4) or More	4:4:4	17 Members
Three (3)	3:3:3	14 Members
Two (2)	2:2:2	11 Members
One (1)	2:1:1	9 Members

Parents, teachers and building administrators shall be selected by groups as indicated above and include representatives from the elementary, middle and high schools. All schools shall be represented before multiple representation of a school occurs. The maximum number of representatives on the LPC from a school shall not be in excess of one greater than the number of representatives from any other school.

Districts having four or more SBDM schools shall include representation by a minimum of four SBDM council members, or their designee, on the LPC. Districts with less than four SBDM schools shall have site based representation equal to the number of SBDM schools. SBDM representation applies to parents, teachers, and building administrators.

Operation of the Local Planning Committee:

The local board of education is responsible for providing secretarial services and financial resources to the LPC during its time of operation to ensure timely completion of all required documents.

The chairperson and vice-chairperson are responsible for LPC meeting organization and direction. The inability of a committee member to serve on the LPC shall be decided by a two-thirds vote of the LPC membership. Should the LPC determine a member unable to fulfill their obligations, the respective group will replace that member.

All actions by the LPC shall be determined by consensus. Should a consensus not be reached, a majority vote will prevail. A two-thirds affirmative vote is required for approval of the final proposed district facility plan.

Should the LPC fail to fulfill its obligation in providing a proposed district facility plan to the local board of education within the time specified by the department, approval must be received from the department before the selection of a new LPC is initiated.

Responsibilities of the Planning Committee:

The LPC is responsible for determining the research required for development of a master educational facility plan which meets both instructional goals of the local board of education and state mandates in providing equal educational opportunity for all students in the district at an equitable cost. In conjunction with this, the LPC is to develop a proposed district facility plan for capital construction. The district facility plan may be the same as the summary of needs and resolutions on the master educational facility plan or a portion thereof. At the request of the LPC, the local board of education may hire a qualified consultant as facilitator and trainer.

Research:

The district superintendent or designee is responsible for the collection and organization of data for use by the LPC. This information is to include a minimum of the following:

- **Student Assessment Material** - This information shall be available when baseline assessments and student performance testing takes place in the 1994-95 school year.

- **Transportation Information** - Data relative to times and distances students travel to and from school, and the cost of such transportation.

- **Fiscal Information** - Figures including the cost of delivery of services to students at each school, and the funds available to the local district for capital construction both as cash and bonding potential.

- **Instructional Information** - Availability of an equal educational opportunity at each school.

- **Facility Assessment** - Evaluation of existing buildings to determine construction needs and renovation. Consideration must be given to program needs and KERA implementation. A Kentucky registered architect and engineer shall provide this information.

- **Demographics** - Enrollment and demographic projections of both the school district and each school within the district.

- **Public Forums** - To encourage community participation, public forums at different times and locations shall be held. A minimum of three public forums shall be held in districts with at least five school board members elected by the districts. Districts with members elected at large shall hold a minimum of two public forums.

- **Additional Information** - Any additional information to aid the committee in the planning process.

ROLE OF THE DEPARTMENT

The department shall be available to the LPC to provide training and informational assistance. The department shall be available to the LPC as a resource, but shall not be actively involved in the development of the master educational facility plan or the district facility plan. The following is a summary of the processes and responsibilities of the Division of Facilities Management:

Facility Planning Process

Schedule LEA facility plan completion date

Provide training

Disseminate information (i.e. building inventory, etc.)

Verify demographic information

Verify proposed facility plan of LEA

Name SBESE hearing officer

Coordinate SBESE local district public hearing

Prepare staff note for SBESE approval

Forward approved facility plan to LEA where changes are recommended by the Department

Maintain permanent file

Coordinate amendments and reprioritizations for SBESE approval

Site Approvals, Leases, Easements, and Property Disposals

Consult with LEA regarding site selection

Conduct on-site inspection of proposed sites

Provide tentative approval of potential sites

Review required documentation submitted for site approval

Prepare staff note for those sites requiring SBESE approval

Prepare waiver letter for CSSO where appropriate

Prepare site approval letters

Receive and maintain file on deeds and insurance certificates

Review and approve proposed real property leases

Review and approve easements

Review and approve real property disposals

Capital Construction Budgeting

Consult with LEA and fiscal agent concerning bonding potential and SFCC funds

Consult with LEA and architect to size the scope of the construction project

Assist LEA in preparing the BG-1, building application

Construction Project Process

Review and coordinate approval of the BG-1 application

Review and approve the architect/engineer contract

Review and approve the construction management contract

Assist in the development of educational specifications as requested

Review LEA educational specifications

Review the master site plan for the project

Review and approve schematic plans in conformance with the educational specifications

Review and approve design development plans

Review enlarged plans for special areas with respective KDE consultants

Review and approve the completed plans and specifications for bidding

Ensure the plans and specifications are submitted to the Department of Housing, Buildings, and Construction for review by: the Division of Code Enforcement (Kentucky Building Code, Life Safety Code, Structural, Electrical, Mechanical, Energy, and Handicap

Accessibility), Division of Plumbing, Division of Water, and the Division of Air Quality

Review and evaluate for approve the bid proposal documents

Review budget scope and request revised budget as needed

Notify Division of Finance of status for approval of bond sale

Receive and maintain file of executed contracts, performance and payment bonds, and insurance certificates

Review, evaluate, and approve proposed change orders

Consult with LEA, architect, engineer, construction manager, contractor, and attorney in relation to problems experienced during construction

Conduct a final inspection of the completed construction and advise LEA of project closeout procedures

Approve BG-4 authorizing final payment releasing retainage

Other Activities

Environmental Issues:

Consultation in the areas of:

- Asbestos abatement and grant application approval
- Lead in drinking water
- Radon gas and mitigation
- Clean Air Act
- Underground storage tanks
- Surface run-off

Statewide Building Inventory - coordinate data and maintain permanent files

Kentucky School Facilities Construction Commission - calculation of statewide needs assessment

Architectural Barrier Removal Grant Program - approval and coordination

Americans with Disabilities Act Consultation

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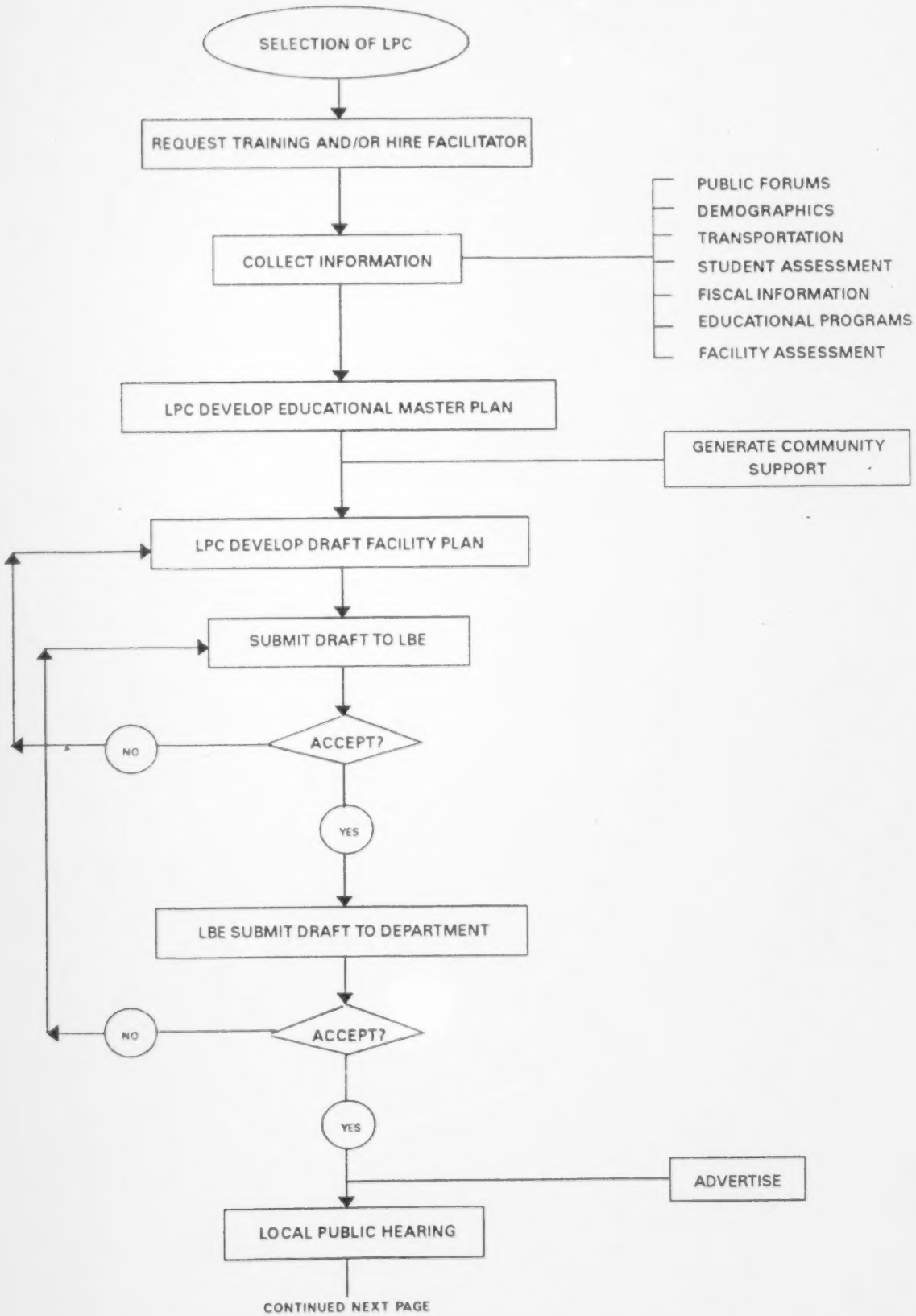
DISTRICT FACILITY PLANNING PROCESS



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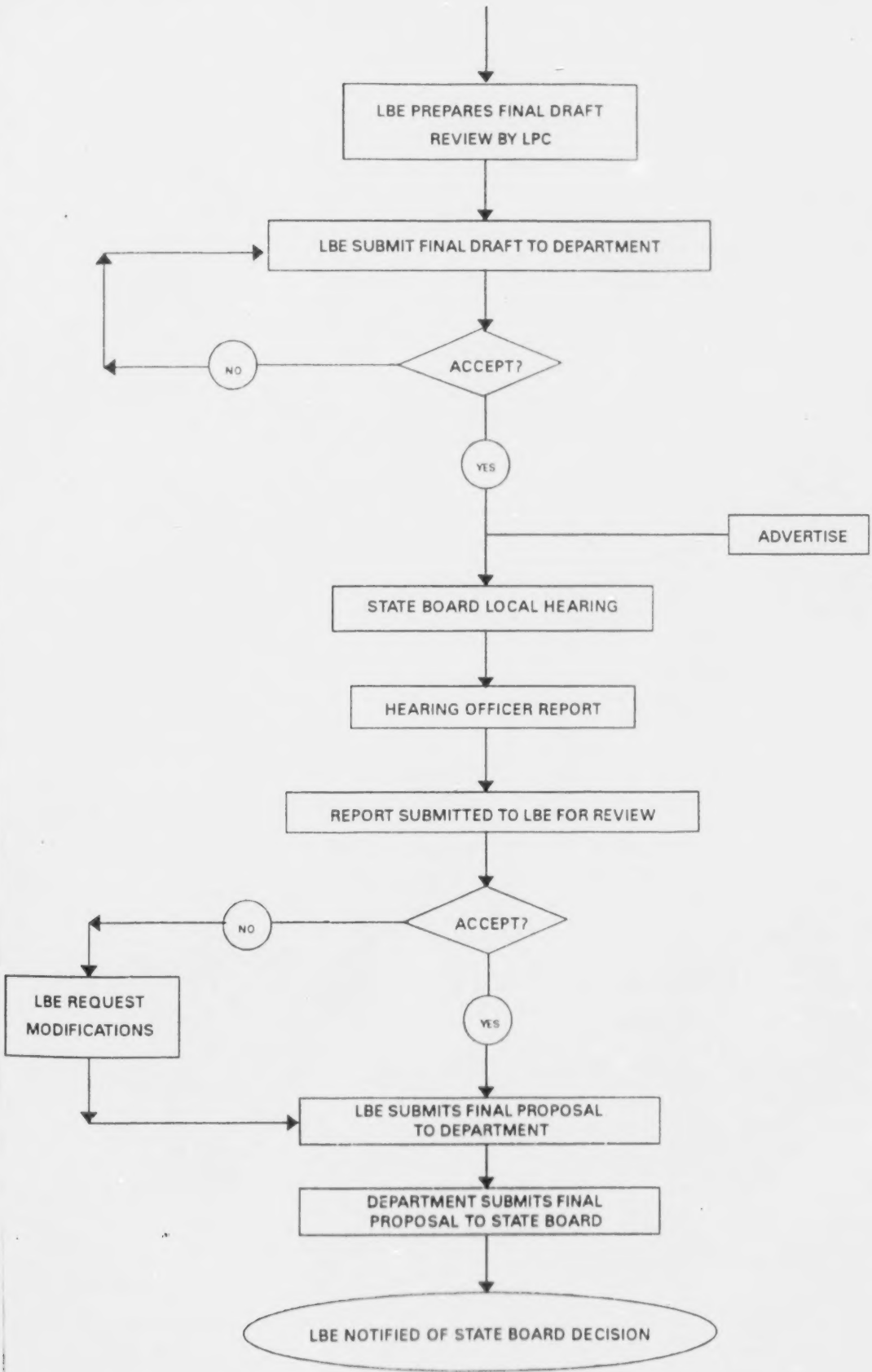
LBE PREPARES FINAL DRAFT
REVIEW BY LPC
LBE SUBMIT FINAL DRAFT TO DEPARTMENT
ACCEPT?
NO
YES
ADVERTISE
STATE BOARD LOCAL HEARING
HEARING OFFICER REPORT
REPORT SUBMITTED TO LBE FOR REVIEW
ACCEPT?
NO
YES
LBE REQUEST
MODIFICATIONS
LBE SUBMITS FINAL PROPOSAL
TO DEPARTMENT
DEPARTMENT SUBMITS FINAL
PROPOSAL TO STATE BOARD
LBE NOTIFIED OF STATE BOARD DECISION

FACILITY PLANNING PROCESS

Development

The facility planning process is as follows:

1. The LPC analyzes information collected and submitted to the committee by the district superintendent or designee.

2. The LPC develops a master educational facility plan, utilizing format provided by the department, to include:

   a. The educational program;

   b. The physical evaluation of all school centers. This includes capacity, condition and locations;

   c. The projected enrollment over the next five years and ten years;

   d. The plan of all schools by year showing the district's priorities and timelines;

   e. The finance plan in conjunction with **Item 'D'** above.

3. The LPC develops a draft district facility plan, utilizing the facility plan format, and provides a narrative summary supporting each priority item listed.

4. The LPC generates community support for the draft facility plan.

5. The LPC submits a draft district facility plan to the local board of education for review. Should the local board of education make alterations to the plan, a narrative summary supporting such changes shall be provided. The plan is then returned to the LPC.

6. The LPC votes on the revised draft district facility plan. Should the LPC vote not to adopt the revised plan, a letter with the decision of the LPC and signature of the chairperson shall be attached to the plan and resubmitted to the local board of education. The LPC recommends the draft district facility plan to the local board of education, however, the plan submitted to the department for review is the decision of the local board of education.

7. The local board of education submits the draft district facility plan to the department for approval.

8. The department notifies the local board of education of the draft district facility plan approval or need for revision to meet state mandates.

9. Should a draft district facility plan be returned to the local board of education for revision, it must then be resubmitted by the LPC and local board of education to the department for approval. The department notifies the local board of education of approval of the revised plan.

10. The local board of education is responsible for providing a locally held public hearing after normal working hours in a handicap accessible, adequately sized location. Public notification of the hearing must be made a minimum of 14 days prior to the hearing. This includes an adequately sized display advertisement in the local newspaper(s), notices posted at each school and notification of the parent/teacher organizations. Radio and television announcements are suggested where available.

11. The LPC shall be available to respond to questions and cooperate with the local board of education during the local public hearing.

12. The local board of education shall vote on the draft district facility plan after the local public hearing. The LPC shall be involved with the local board of education in the recommendation for revision of the draft district facility plan after the local public hearing should the local board of education recommend changes. The LPC shall vote and respond to the final draft district facility plan where changes have been recommended. The final draft district facility plan submitted for proposal to the department is the decision of the local board of education.

13. The local board of education submits the proposed district facility plan, including a cover sheet with signatures of the chairperson of the LPC and local board of education, to the department.

14. The department shall establish a date and time for the required state board public hearing in the local district. Advertising requirements are the same as those for the local public hearing.

15. Once the state board public hearing has been held, the hearing officer shall prepare a report regarding the district's proposed facility plan. The hearing officer's report shall be submitted to the local board of education for review when changes have been recommended by the hearing officer. The

local board of education in consultation with the LPC may agree to modification of the plan as recommended by the hearing officer. The district's decision is forwarded to the department for consideration by the SBESE.

16. The department shall notify the local board of education of the State Board's action. The district facility plan shall remain in effect until an amendment or reprioritization of the plan occurs, or a new plan is approved by the SBESE.

The LPC shall be active through the completion and approval of the district facility plan and continue to serve an inactive role until the next scheduled facility plan cycle when a new LPC is organized. Should the local board of education request an amendment to the facility plan between planning cycles, the LPC membership shall be reactivated.

Amendment Process

The local board of education may request an amendment to its district facility plan under the following circumstances:

1. Major enrollment changes
2. Major curriculum changes
3. Major disaster or unforeseen occurrence

The local board of education shall reassemble the LPC which developed the current district facility plan, explain the situation, and provide up-to-date district information for their consideration. The LPC then begins the facility planning process by analyzing the updated district information and continues the process until the district facility plan is completed.

A district requesting an amendment to their current facility plan prior to implementation of the new planning process shall request to implement the new process unless an emergency exists as determined by the department.

FACILITY PLAN FORMAT

The approved district facility plan format is as follows:

A. Educational Program - Plan of Organization
B. Building Evaluation - School Center Designation
C. Student Enrollment Projections
D. Capital Construction Priorities, and Discretionary Projects
E. Financial Plan

Section A: Educational Program - Plan of Organization

This section shall include a brief summary of the educational program as described in the master educational facility plan, and the district organization plan of student grades which is to continue or the proposed district organization plan. When capital construction is completed to the extent of occupancy, students shall be relocated to the permanent center utilizing the new organization plan.

It is suggested the district have a single organizational plan for all students in order to equalize educational opportunity. Where verification can be provided to the Department that the student's ability to achieve is not compromised, a variance may be allowed.

Section B: Building Evaluation - School Centers

This section shall include a summary of the building evaluations as described in the master educational facility plan, and a listing of each existing school, owned or leased, housing a public elementary or secondary program supported by the district. Listed information is to include school name, grades presently housed, and the appropriate permanent functional or transitional center designation.

Section C: Student Enrollment Projections

This section shall include a summary of the student enrollment projections as described in the master educational facility plan.

Section D: Capital Construction Priorities and Discretionary Construction Projects

Capital Construction Projects:

This section shall list in priority order those capital construction projects for new buildings, additions, major renovations of existing permanent centers and operational management support facilities. Projects shall be listed in the following order:

Category 1a. KERA Strands - New Additions:
Preschool
Site Based Decision Making Office and Conference
Family Resource
Renovation:
Power Wiring(technology)

Category 1b. Classrooms - Basic classrooms necessary to meet student capacity; further implementation of established programs; or complete approved projects constructed in phases.

Category 2. Classrooms - Classrooms to replace inadequate spaces; expand existing or new buildings for educational purposes; consolidate schools; or replace deteriorated facilities.

Category 3. Major renovation of educational facilities; construction of non-educational additions or expansions, kitchens, cafeterias, libraries, adminstrative areas, auditoriums, and gymnasiums.

Category 4. Management/Support Facilities - Construction, acquisition, or renovation of central offices, bus garages, or central stores.

When the LPC recommends a new facility on a new campus, consideration shall be given to the availability of adequately sized sites, site development costs, and acquisition costs, prior to designation of vicinity location in the priority.

When a new building or building expansion is proposed in the district facility plan, the LPC shall prepare a narrative explaining the need for additional space. The LPC shall investigate the availability of space in adjoining districts, as well as other options which may be available. The results of this investigation, including the advantages and disadvantages of contracting students to the adjoining district, shall be set forth in the narrative.

Discretionary Construction Projects:

This section shall list projects by school or building as classified below. The local district opting not to participate in SFCC funding may request all priority projects to be listed in this section.

1. Functional Centers - Improvements by new construction or renovation.

2. Extracurricular Facilities - Construction of fieldhouses; stadiums; sports field facilities; or any facility with an estimated cost of $25,000 or more.

Section E: Financial Plan

This section shall include a summary of the financial plan as described in the master educational facility plan.

PERMANENT CENTER CRITERIA

Existing schools shall be designated permanent, functional or transitional in accordance with KRS 157.420 and the following criteria.

Through the 1994-95 school year, a permanent center designation requires meeting three of the five criteria. After 1994-95, it will require meeting four of the six criteria. Centers meeting less than the minimum criteria shall be designated functional should the local board of education desire to continue their operation. A transitional designation shall be given to any center the local board of education has determined will be phased out as an educational center, or for which a project to house its students is listed in the district facility plan.

Criteria are as follows:

1. Student Assessment - The school meets or exceeds the curriculum threshold for one of the two most recent testing cycles. This criteria becomes effective after the 1994-95 school year.

2. Transportation - A one-way transportation system for a school allowing the maximum of a 45 minute bus ride for 75 percent of students in grades E-5/6 and the maximum of a 60 minute bus ride for 75 percent of the students in grades 6-12. Transportation time includes riding time, stops, and transfers. When only one school of that grade organization exists, this criteria will be considered met.

   Required Document: School Bus Schedule Form and Student Travel Times Form to be provided by the department.

3. Fiscal Equity - The school meets within 150 percent of the average for all schools of similar grade organization based on cost per student. The department shall establish a benchmark state guideline for use after the 1995-96 school year.

   Required Document: Cost of Delivery Services to Students Form to be provided by the department.

4. Equitable Educational Opportunity - The school provides 90 percent equivalent educational offerings. An evaluation of curriculum offered by schools accommodating like grades shall be provided.

5. Building/Site Evaluation - The school complies with an inspection by a Kentucky registered architect and engineer evaluating site location, site, and life expectancy of the building. It must be determined that the facility can accommodate the projected student population and has a remaining minimum 20 year life expectancy.

6. Parent/Community Support - The school has exceptional parent and community support exhibited by meeting three of the four following criteria:

   a) Documented annual volunteer hours equal to the number of pupils enrolled that year

   b) PTA/PTO membership equal to 75% of the enrollment that year

   c) One program annually, supported by an outside business or professional organization

   d) The school shall be available for, or have sponsored, one community service program annually

NEW BUILDING OR MAJOR RENOVATION SFCC FUNDING CRITERIA

For a new facility to be constructed or an existing facility to be renovated, it must have a minimum of the following number of students in order to received full funding:

Elementary	- 300 Students
Middle	- 400 Students
High	- 500 Students

Should the local board of education choose to construct a new permanent center or renovate a permanent center which has less than the minimum number of students specified above, SFCC participation will be limited to a monetary value based on per pupil expenditure cap for small schools. This cap is determined by dividing the maximum budget of the smallest school for the grades by the number of proposed students.

EXAMPLE:	1992 Funding Cost
New Elementary:	$2,347,838

Elementary Small School Per Pupil Expenditure Cap: $7,826

Maximum Budget for SFCC Funding for a 200 Pupil Elementary

200 Students x $7,826 = $1,565,200

The maximum number of students for a facility should be as follows:

Elementary	- 600	Students
Middle	- 900	Students
High	- 1,500	Students

These maximum limits are suggested by the department as guidelines for the local planning committee to use when reviewing population projections; deviating from these guidelines is at the discretion of the LPC. To provide for an increase in student enrollment, it is appropriate to construct a new facility to accommodate facility needs once the maximum limit has been reached.

SFCC funding for additions will be made for the monetary amount up to a cap as follows:

Elementary Schools - Basic classrooms to accommodate the student enrollment at a ratio of one classroom per 23 students. One additional classroom each shall be provided for art, music and computer lab. In the area of special needs, a full classroom shall be provided for self-contained instruction and a half classroom provided for each resource room where students are mainstreamed during the day. When a building reaches 150 percent of the projected gross square footage for that particular number of students, the SFCC is no longer responsible for meeting the building needs for expansion.

Middle and High Schools - SFCC funding for classrooms shall be capped at 75 percent of the number of classrooms necessary to provide one classroom per 25 students. The department may give special consideration for additional classrooms, from 75 percent to a maximum of 90 percent, where the LPC can justify need for these classrooms to meet the site based council approved curriculum.

When an addition for classrooms, enrichment, special areas, and support space reaches 150% the projected gross square footage for that particular number of students, the SFCC is no longer responsible for the building needs for expansion.

EXAMPLE: Calculation to determine maximum expansion to an existing building for which SFCC funding would be generated.

1. 600 Pupil Elementary (maximum)
   Projected gross square footage: 53,378
   Maximum SFCC involvement: 80,067 square feet

2. 725 Pupil Elementary
   Projected gross square footage: 64,498
   (53,378/600 x 725 = 64,498)
   Maximum SFCC involvement: 96,747 square feet

When a school has an enrollment in excess of the suggested maximums, the maximum projected square foot per student multiplied by the enrollment shall be utilized for the above calculation.

The maximum involvement for renovations will be limited to 100 percent of the projected cost of replacement for a facility of comparable enrollment.

The maximum cost utilized by the SFCC for renovation will be provided by the local district through their architect and/or engineer. Both the cost and a minimum 20 year life expectancy for the building shall be verified.

NOTE: The SFCC maximum budget allocation may not complete the desired project of the local district. An evaluation, prior to placement upon their facility plan as a priority item, must be made by the local board in order to assure completion of the project with non-SFCC funding.

DEVELOPMENT OF FACILITY PLAN NEEDS STATEMENT

Section 1. For development of the facility plan needs statement, the following shall apply:

(1) In determining the maximum financial budget for proposed public school construction and assessing approval of any projects, the CSSO shall first compute the sum of all

individual program spaces of an addition or new facility compared to the total square footage, such ratio to be referred to as the building efficiency. The remainder shall be referred to as the unassigned space percentage, with unassigned spaces being all circulation areas including lobbies, vestibules, corridors, passages and stairways; mechanical rooms and custodial rooms; public toilets; maintenance and operation areas; general storage rooms (not listed as auxiliary space within a general assignable category); and exterior bearing walls, interior walls or partitions, and other areas occupied by the building's structural elements.

(2) The square footage allocation for priority projects shall be calculated with the following building efficiency and unassigned space percentages:

	Building Efficiency %	Unassigned Space %
Elementaries and Support Buildings	74	26
Middle and Junior High Schools	71	29
High School	68	32

The square footage allocation (SFA) equation for new construction and major renovation is as follows:

$$SFA = \frac{\text{Sum of Programmed Spaces}}{\text{Building Efficiency}} \times 100$$

EXAMPLE: Middle School Addition of 10 Classrooms and 1 Art Room

$$SFA = \frac{10(750) + 1200}{71} \times 100$$

$$SFA = 12{,}254 \text{ square feet}$$

Section 2. In calculating the maximum budget for individual projects and total financing need, the square foot unit cost shall be determined utilizing the national construction cost guide, Means Facilities Cost Data, dated the year of the calculation.

The 3/4 Units Costs for square footage shall be utilized at full value to include all costs of construction, norma site acquisition, site development, utilities, design fees, contingencies, bond sale costs and equipment, etc. The categories used are:

Elementary Schools
Middle Schools
High Schools
Vocational Schools - Space Codes: MAC, MNT, IND, PLM, AUB, MEC
Central Office - Low Rise Offices
Central Stores - Warehousing and Offices
Bus Garages - Commercial Service Garages

Other categories shall be used by the department, should the need occur.

Section 3. The actual calculation of priority maximum budget shall be:

SFA x S.F.($) + Renovation Cost (as applicable)

Section 4. In calculation the maximum budget for remodeling and renovation as listed in the priority project, the national construction cost guide, Means Facilities Cost Data, dated the year of the calculation shall be utilized. The unit prices shall be adjusted by a 135% factor to account for renovation costs, fees and contingencies. For SFCC funding, the maximum budget for renovation shall not exceed 100% of the replacement cost.

Section 5. The maximum financial budget to be expended on any project designated by priority in the district's most recent facility plan shall be established by the Department of Education, using the established space and financial allotments. Included in such a budget are the following items: construction funds to meet the approved program, required fixed equipment, professional fees (including design, construction, financial, administrative and supervisory), a five percent (5%) contingency, and other normal costs of selling revenue bonds. Site acquisition, site development, utilities and moveable equipment as approved by the department, are included to the extent of the maximum budget plus investment income and any additional local funds committed by the board.

Once the maximum financial budget has been exceeded, it is the sole responsibility of the local district to fund any amounts above the budget. If, however, a district designs the program spaces to the program space allotment and due to circumstances beyond the district's control, because of excessive site acquisition, site development and utilities, or abatement of asbestos in a renovation project, the total cost of those acceptable included items exceed the financial budget, it may apply to the CSSO for an increase of the project's maximum budget up to ten percent (10%), based upon

these actual costs. Any requests from a district which exceeds ten percent (10%) additional maximum budget shall require approval by the SBESE.

Site development shall include, but not be limited to, the preparation of the site for the facility and its required appurtenances including utilities (water, power, fuel, sewage disposal, road access, earth removal, earth installation and compaction or special footing requirements). In the event site development is providing usable site acreage, the district may request additional monies only to the extent of providing no more than the maximum size site for the type of school approved.

The approval of an increase in the maximum budget shall allow monies from the current offer of assistance from the School Facilities Construction Commission (SFCC) to be utilized to the extent of available funding. A priority project partially completed would project need for the next funding cycle to the extent of committed SFCC funds. For a district to be eligible to apply for additional maximum budget monies, it must show local funds are inadequate to complete priority projects within program spaces. It is the responsibility of the local district and its design professional to construct the project within the financial budget. If it appears that the project will exceed the budget, the Department of Education shall provide assistance in making changes in the plans and specifications to reduce the projected cost, or the district shall increase the budget funding available. An approved increase in the maximum budget allows monies from the current offer of assistance to be utilized to the extent available.

PROGRAM SPACE SQUARE FOOTAGE
New Educational Facilities

	SPACE CODE	CAPACITY	PROGRAM SPACE
ELEMENTARY:	AA30	300	30,845
	AA35	350	32,745
	AA40	400	34,645
	AA45	450	37,270
	AA50	500	39,895
	AA55	550	43,833
	AA60	600	47,770
MIDDLE:	CC40	400	45,790
	CC45	450	47,815
	CC50	500	51,082
	CC55	550	54,349
	CC60	600	57,615
	CC65	650	60,452
	CC70	700	63,289
	CC75	750	63,975
	CC80	800	68,963
	CC85	850	71,800
	CC90	900	74,635
HIGH:	DD50	500	60,215
	DD55	550	62,791
	DD60	600	65,367
	DD65	650	67,943
	DD70	700	70,519
	DD75	750	73,095
	DD80	800	77,588
	DD85	850	82,081
	DD90	900	86,574
	DD95	950	91,067
	DD100	1,000	95,560
	DD105	1,050	98,243
	DD110	1,100	100,926
	DD115	1,150	103,609
	DD120	1,200	106,292
	DD125	1,250	108,975
	DD130	1,300	111,935
	DD135	1,350	114,895
	DD140	1,400	117,855
	DD145	1,450	120,815
	DD150	1,500	123,775

INSTRUCTIONAL
General

SPACE CODE	PROGRAM (Capacity)	Minimum Square FOOTAGE
E	Elementary Classroom	800
MH	Middle/High Classroom	750
P	Preschool Classroom	825
SE	Special Education (self-contained)	825
ER	Elementary Resource Classroom	400
MHR	Middle/High Resource Classroom	375
ARE	Elementary Art	800
AR	Middle/High Art	1,200
AU50	Auditorium (500) (300 seats)	3,500
AU75	Auditorium (750) (350 seats)	4,000
AU100	Auditorium (1,000) (400 seats)	4,500
AU125	Auditorium (1,250) (450 seats)	5,000
AU150	Auditorium (1,500) (500 seats)	5,500
BA	Band	2,500
BAV	Band/Vocal	2,500
MUV	Vocal Music	900
MUE	Elementary Music	800
COE	Elementary Computer	800
COM	Middle Computer	900
COH	High Computer	1,280
L30	Library (300) minimum	2,100
L40	Library (400)	2,600
L50	Library (500)	3,125
L60	Library (600)	3,650
L70	Library (700)	4,175
L80	Library (800)	4,700
L90	Library (900)	5,225
L100	Library (1,000)	5,720
L110	Library (1,100)	6,275
L120	Library (1,200)	6,800
L130	Library (1,300)	7,325
L140	Library (1,400)	7,850
L150	Library (1,500) maximum	8,375
PE	Elementary PE	5,500
PM45	Middle PE (450)(8,175 playing floor)	10,375
PM60	Middle PE (600)(8,575 playing floor)	10,775
PM75	Middle PE (750)(9,175 playing floor)	11,975
PM90	Middle PE (900)(9,600 playing floor)	12,400
PH75	High PE (750)(10,600 playing floor)	14,400
PH100	High PE (1,000)(10,600 playing floor)	16,000
PH150	High PE (1,500)(11,700 playing floor)	17,100
SCR	Science Room	1,000
SCL	Science Lecture Lab	1,625

INSTRUCTIONAL
Vocational

SPACE CODE	PROGRAM (Capacity)	Minimum Square FOOTAGE
AG1	Agriculture (1 teacher)	3,120
AG2	Agriculture (2 teachers)	3,900
AG3	Agriculture (3 teachers)	4,680
BE1	Business Education (1 teacher)	1,520
BE2	Business Education (2 teachers)	3,040
BE3	Business Education (3 teachers)	4,560
BE4	Business Education (4 teachers)	5,185
DO	Developmental Occupations	1,600
ME	Marketing Education	1,600
HE1	Home Economics (1 teacher)	2,400
HE2	Home Economics (2 teachers)	3,000
HE3	Home Economics (3 teachers)	3,600
HOR	Horticulture	2,400
1T1	Industrial Technology (1 teacher)	2,750
1T2	Industrial Technology (2 teachers)	4,750
HS	Health Services	1,170
DRF	Drafting	1,800
MAC	Auto Parts, Commercial Art, Mine Equipment Operator, Meat Cutting, Office Machine Repair, Small Engine Repair, Tailoring	2,000
MNT	Building Maintenance, Commercial Sewing, General Miner, Radio and TV Production	2,400
IND	Industrial Air Conditioning, Appliance Repair, Cabinet Making, Carpentry, Electricity, Electronics, Civil and Highway Technology, Heavy Equipment Repair, Industrial Machine Maintenance, Interior Finishing, Masonry, Mine Equipment Maintenance, Radio and TV Repair, Sheet Metal, Tool and Die Making, Upholstery, Welding	3,000
PLM	Plumbing	3,500
AUB	Auto Body	3,600
MEC	Aircraft Mechanics, Auto Mechanics, Diesel Mechanics, Graphic Arts, Machine Shop, Truck Mechanics	4,000

SUPPORT SPACES

SPACE CODE	PROGRAM (Capacity)	Minimum Square FOOTAGE
AD1	Administrative Area (300-599)	2,020
AD2	Administrative Area (600-899)	2,170
AD3	Administrative Area (900-1,199)	2,320
AD4	Administrative Area (1,200-1,499)	2,470
AD5	Administrative Area (1500+)	2,620
GO	General Office	200
SO	Staff Office	150
SBO	Site Based Office	150
SBC	Site Based Conference	270
FRA	Family Resource Area	300
FA	First Aid with Toilet	200
RR	Records Room	150
WR	Workroom	150
GUO	Guidance Office	150
GUR	Guidance Reception	150
CR	Custodial Receiving	250
K30	Kitchen (300-599)	2,200
K60	Kitchen (600-899)	3,000
K90	Kitchen (900-1,199)	3,800
K120	Kitchen (1,200-1,500)	4,700
C30	Cafeteria (300-599)	3,000
C60	Cafeteria (600-899)	4,600
C90	Cafeteria (900-1,199)	6,200
C120	Cafeteria (1,200-1,500)	7,800

OTHER BUILDINGS

BU1	Bus Garage (1 Bay)		2,400
BU2	Bus Garage (2 Bay)		3,600
BU3	Bus Garage (3 Bay)		4,800
	Each Additional Bay		1,200
CO	Central Office	(minimum of)*	1,350
BR	Board Room		1,000
RRF	Fireproof Records Room		150

Central Storage Facility

CSF1	District Enrollment:	
	Less than 1,000	2,500
CSF2	1,000-5,000	5,000
CSF3	5,000-7,500	7,500
CSF4	Greater than 7,500	10,000

* Add 200 square feet for each additional professional position in excess of three listed in most recent KDE directory.